

Instructions for Banner Permit

1. **Before you submit a banner permit you will be required to call the Traffic Engineering office @ 853-2385 to determine if a location is available for your banner or flags on the date you wish to hang them.** A tentative reservation of a location can be made up to 6 months in advance of the installation date. Permit/Application forms should be submitted at least 30 days in advance of the banner/flag installation date.
2. The hanging of banners/flags in the Central Business District requires liability insurance coverage. To determine insurance requirements, contact the Risk Management officer, Glen Asher at 853-1856. Please send Certificate of Insurance with banner/flag permit, this will ensure a quick approval.
4. The City has reserved the flag holders on downtown street light poles for American flags on the last Monday in May (Memorial Day), Flag Day, July 4th (Independence Day), the first Monday in September (Labor Day) and Veterans Day.
5. The criteria for whether a banner permit application should be considered is whether the banner promotes the “general welfare and economy of the City” pursuant to Section 30-109 of the City Code. In no case should sponsor advertising occupy more than 50 percent of one side of a banner. Further, it is advised that you contact the owner of the building to which you plan to attach the banner to ensure there is no problem with the advertising or any other information that will appear on the banner.
6. The completed application/permit and the certificate of insurance are to be returned to the Traffic Engineering Office at 1802 Courtland Road, NE, Roanoke, Virginia 24012. We will then process the application/permit for approval.

Please call 853-2385 if you should have any questions regarding these instructions.

LOCATION INFORMATION BANNERS FLAGS HOLIDAY DECORATIONS

Location	Buildings/Street Address	Property Owner	Contact Person Phone#	Tax Number
<u>Campbell Ave. #1</u> (between 1 st St., S.W. and Jefferson St.)	Vacant – 16 Campbell Ave. SW Campbell Court Bus Station – 17 Campbell Ave., S.W.	Calvin Powers Greater Roanoke Transit Co. (Valley Metro)	Sutton Construction Co., Inc. 362-1878 Fax: 362-7078 Dave Morgan – 982-0305	1011707 1011120
<u>Campbell Ave. #2A</u> (between Market St. and Williamson Rd.)*	107 Campbell Avenue, S.E. 202 Market Square Awful Arthur's – 108 Campbell Ave., SE	SPS Enterprises LLC P.O. Box 12843 Roanoke, VA 24175 Saunders & Wells Investments Inc./Leisure Publishing	Business Manager Fax: 343-6680 343-6644 Ext 301 Andria Clark –Fax 989-7603	4010903 4010501
<u>Campbell Ave. #2B</u> (between Market St. and Williamson Road)*	Vacant – 128 Campbell Ave., SE NEVER USED – NEVER USED Vacant – 123 Campbell Ave., SE	Shenandoah Hotel Assoc. 1 Market Sq, 5 th Floor One Hundred Twenty Three Campbell	Andria Clark – 989-6138 Robert Szathmary – 343-5898 Brian Pollock or Mike Flanery (540) 527-2789	4010508 4010908
<u>Wall St. #3</u> (between Campbell Ave. and Salem Ave.)	Cornerstone Bar & Grill 24 Campbell Ave., S.E. City Market Building – 33 Salem Ave., SE	James R. & Bonnie P. Jackson 3048 Lockridge Rd. S.W. 24014 City of Roanoke Economic Development	Brian Brown – 853-2715	4010318 4010401
<u>Market St. (North) #4</u> (between Campbell Ave. and Salem Ave.)	City Market Building, 32 Market Sq. SE Awful Arthur's – 108 Campbell Ave. SE	City of Roanoke Economic Development Saunders & Wells Investments, Inc./Leisure Publishing	Brian Brown – 853-2715 Andrea Clark – 989-6138	4010401 4010501
<u>Market Square #5</u> (between Kirk Ave. and Campbell Ave.)	The Gift Niche – 210 Market St., SE (Hartsook Bldg.) Center in the Square – 1 Market Sq. SE	Don Peterson, Metropolitan Prop. 2524 Hollow Dale Dr. Rke 24018 Western Va. Foundation for the Arts and Sciences	Don Peterson – 774-3812 342-5719	4010901 4010808

* Banner locations #2A & 2B are in the same block of Campbell Avenue, S.E. (between Market Street to Williamson Road). Banners are not allowed to be in place at both locations at the same time.

APPLICATION/PERMIT FOR ERECTION OF FLAGS, BANNERS & HOLIDAY DECORATIONS
ON CITY FACILITIES

1. NAME of person completing application ("Applicant"):

(An application executed on behalf of a corporation must be executed by the President, an application executed on behalf of a Partnership must be executed by a Partner and an application executed on behalf of an unincorporated Association must be executed by its President, a Trustee or a Board member.)

Local Address: _____

Telephone No. _____

If applying on behalf of an organization, state:

Name of Organization ("Permittee"): _____

Address of Permittee: _____

Office or capacity of Applicant in Organization: _____

2. Applying for erection of flags _____ banners _____ holiday decorations _____
3. Information concerning flags, banners or holiday decorations

(a) Erection Date: _____

(b) Removal Date: _____

(c) Size: _____

(d) Material: _____

(e) Description of flags, banners or holiday decorations:

(f) Locations (identify by building name, street name, etc.):

(g) Attached to:

(i) Building _____

(ii) Signal Pole _____

(iii) Street Light Pole _____

4. Person or entity responsible for erection and removal* of flags, banners or holiday decorations:

- (a) Name _____
- (b) Address _____
- (c) Phone # _____

*Removal of banners shall include all support cable

5. The Applicant and the Permittee hereby agree to erect the above described items subject to the requirements of Sections 30-109 thru 30-113, Code of the City of Roanoke (1979), as amended, which require, among other things, that:.

- (a) Application shall be completed and submitted at least thirty (30) calendar days prior to the time proposed for the erection of flags/banners/holiday decorations.
- (b) Under no circumstances shall the size or shape of any holiday decoration, flag or banner interfere with the visibility of any traffic control device from ground level, the movement of traffic or the illumination of streets. No banner shall, at any point, be less than seventeen (17) feet above ground level.
- (c) The Applicant or the Permittee for such a permit shall obtain any and all necessary permissions for the erection and maintenance of a flag, banner or holiday decoration from any affected private property owners.
- (d) The Applicant and the Permittee shall indemnify, keep and hold harmless, the City, its officers, agents and employees from any and all claims, legal actions, judgments or liabilities, and for any expenses incurred, including attorney fees, arising out of the erection maintenance or removal of each holiday decoration, flag or banner.

6. Prior to the issuance of this permit, the Applicant or Permittee shall obtain a certificate of insurance for public liability in the proper amounts and form, as prescribed by the City's Risk Management Officer. Said certificate of insurance shall name the City, its officers, agents and employees as an additional insured and shall be filed with the City's Risk Management Officer more than ten (10) calendar days before the first day of display of any holiday decoration, flag or banner, erected by the Permittee.

Permittee: _____

By: _____ Its: _____
Signature of Applicant Title, Position or Office

Signature(s) of owner(s) of affected property (Properties) to which banners are to be fastened (if applicable)

Signature: _____

Signature: _____

Approval of Insurance: _____
City's Risk Manager

SPECIAL CONDITIONS OF APPROVAL (if applicable):

APPROVAL AS TO FORM: _____ Date: _____
City Attorney

APPROVED: _____ Date: _____
City Manager

APPROVED AS TO EXECUTION: _____ Date: _____
City Attorney

Please return application to: Traffic Engineering Office
City of Roanoke
1802 Courtland Road, N.E.
Roanoke, VA 24012

copy: Applicant
Communications

Revised 7/05